

Procedure for RASS – New Interns

1. Contact Tamara Nazario at tamara.nazario@us.army.mil and provide your full social (via encrypted email) to be added to RASS (Resource Allocation Selection System).
2. Once you have been added to RASS – go to rass.army.mil and create a profile.
3. Submit training request (SF 182) in RASS.
 - a. Select “No” to question – is this part of ADT?
 - b. Select “Travel and Per Diem funded by FCR”
 - c. Use CRC as vendor (Building 4905, 5th Avenue – Fort Rucker, AL 36362-5363)
 - d. Use (334)255-0254 for Vendor Telephone Number and bruce.k.williams2.civ@mail.mil for Vendor Email Address.
 - e. SEE ATTACHED SAMPLE 182 FOR GUIDANCE ON “TRAINING COURSE DATA” ENTRIES
 - f. Tuition will be \$6000
 - g. Information on supervisor at bottom of form: be sure to enter only the AKO username and not the full email – ex: john.doe NOT john.doe@us.army.mil
 - h. Be sure to select a supervisor that is available to approve. If they do not approve, it never comes to FCR
 - i. See attached sample 182
 - j. You may check status of 182 anytime by logging into RASS and checking “my forms”. One of 5 statuses will show by the 182:
 - i. Incomplete
 - ii. Submitted
 - iii. Approved by supervisor
 - iv. Approved by FCR
 - v. Approved by BA
 - k. Once you see “approved by BA” – you know it is “fully approved”
4. Contact the Intern Program Manager (Ms. Jenell Fuller 334-255-2676 or jenell.fuller@us.army.mil) for guidance on creating your DTS travel authorization.